

OUTWIRE PROCEDURE

WIRE CUTOFF IS 2PM CENTRAL TIME. NO EXCEPTIONS. IF A HOLIDAY FALLS ON A WEEKDAY, A REMINDER EMAIL WILL BE SENT WITH CUTOFF DETAILS.

- All outwire requests are to be sent to outwires@nortonlilly.com
- Prior to sending the email make sure your **vendor is set up** in the system. Also, make sure your **service line items are entered to your Port Call and the Service Item(s) total is at least the amount of the wire.** Failure to do these steps will result in a delay of payment.
- Outwire request form should be filled out in its entirety. We cannot accept your request unless the areas marked with an asterisk are completed.

WIRE INFORMATION

DATE TO SEND WIRE:* _____ (please do not send earlier than needed)
WIRE AMOUNT:* _____
PAYMENT MODE:* _____ (select from dropdown list)

REQUESTED BY:* _____
REQUESTED DATE:* _____
PORT OFFICE:* _____

BENEFICIARY INFORMATION

BENEFICIARY NAME:* _____
ADDRESS (REQUIRED):* _____

BANK DETAILS:

	BENEFICIARY BANK INFORMATION	INTERMEDIARY/CORRESPONDENT BANK (IF REQUIRED)
BANK NAME:*	_____	_____
ACCOUNT NUMBER:*	_____	_____
ABA NO. (DOMESTIC):*	_____	_____
SWIFT CODE (FOREIGN):	_____	_____
IBAN (FOREIGN, IF GIVEN):	_____	_____

ALLOCATION DETAILS

FILE NUMBER	VESSEL NAME	AMOUNT	GL CODE (select from dropdown)

- Beneficiary & Banking details must be filled out in their entirety. This includes the Beneficiary address. Also, the correct payment mode must be selected from the provided drop-down menu.
- **ONE EMAIL** containing the below information should be sent. Do not send separate Emails.
 - Wire request form.
 - PDA for subagent advance OR Invoice for invoice payment OR CTM request from principal OR AR Statement for Principal refund.
 - If required, VP Approval (If no funds have been received for file).
 - If required, New Beneficiary support.

Properly submitted Outwire Requests will be processed on the "Date to Send Wire". When the wire is submitted to the banking system it must be further approved internally by the Accounting Department. The Requestor of the Wire will be copied on the internal approval email which will include the Wire Confirmation. This will ONLY be sent to the Requestor. The Requestor may distribute the confirmation further if needed.

- **VP Approval** - Funds must be available **before** the wire can be sent or Vice President approval will need to be obtained and Emailed with the request.

- It is the requestor's responsibility to obtain the VP Approval **BEFORE** the wire request is sent for payment. Failure to do so will result in a delay of payment.
- **New Beneficiary** - If the Beneficiary is "new", meaning you are not aware of sending money to them previously, a new template will need to be set up in the system. If this applies, please follow steps outlined below.
 1. Ensure you have written banking details from the Beneficiary on company letterhead/invoice/PDA, etc.
 2. Obtain verbal verification of the banking details being sure to document who you spoke with and their title. In your email to ouwires@nortonlilly.com you will include who you spoke with and title.
 3. ouwires@nortonlilly.com will contact you via phone to verbally confirm banking details.

Principal Refunds are handled in the same way as the above. Most of these requests are for new beneficiaries so make sure to follow the procedure outlined above.

Any questions can be directed to the CASH department. Thank you all for your cooperation.